

Office of Personnel and Administration

9 June 1947

Communications Division

Monthly Report, May 1947

25 YEAR RE-REVIEW

1. Status of Personnel in Communications Division.

<u>Section</u>	<u>T/O</u>	<u>Personnel on duty 31 May</u>	<u>Increase over April</u>	<u>Unfilled Positions</u>
Office of the Chief ¹	15	9	0	6
Signal Center	116	61	1	55
Central Message	100	45	2	53
SSCS	20	15	1	4
Engineering & Research	65	33	3	32
Operations	20	10	1	10
Signal & Message Control	15	15	0	0
Telephone Room	20	15	0	5
	357	233	8	123

Personnel ceilings have been established for each section and regulations have been submitted to bring the Division up to its allocated ceiling of 351 (210 civilian and 21 military) by 30 June. Of the 71 current vacancies, 37 slots are filled with personnel pending CIC clearance; 34 personnel, largely clerical and courier, are still required. Sufficient typists have been recruited to relieve the Signal Center of its growing burden in the processing of cable traffic.

The Civil Service Commission allocated all positions in the Signal Center and in the Telephone Room during the month of May. The remaining positions have been submitted to the Commission for approval and favorable action is anticipated so that the entire Communications Division may be on CIC positions by the end of Fiscal Year 1947.

2. Problems.

Any special problems of the P & A portion of the Communications Division have been taken up with the Executive for Personnel and Administration.

3. Accomplishments.

Space problems resulting from the move of OCD to South Building have been satisfactorily settled, resulting in physical consolidation of activities for both groups. The actual reallocation of space will take place during June.

1 - Includes Administrative Office

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Telephone service with North Interior offices of the CIG was activated in conjunction with the move of certain offices from the New War Department Building.

The Information Distribution Unit of the Central Records Section processed 10,880 separate documents (50,833 copies) during the month of May; the Special Distribution Unit processed 58 documents (200 copies), and the Distribution Unit processed over 800 documents.

25X1 During the month of May, the Signal Center handled 50,833 pounds
25X1 of coded traffic (248 messages) for the Contacts Branch over the [redacted]
[redacted] privacy circuit. In addition, 483 non-CIG messages were processed for distribution within the CIG and 223 plain text, domestic telegrams were handled for Personnel and administrative units. The FEIR-Signal Center circuit has been discontinued.

Activities in connection with projects for the Office of Special Operations have occupied the majority of the time of the personnel in the Communications Division. SO activities take precedence over other activities in view of the scope of SO operations.

25X1 [redacted]
Colonel, G.D.C.
Chief, Communications Division